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FILE
TRAVEL *REPORTS*

Vernon:

1. On Saturday I spent some time going over the IBM report on travel which we received from the Comptroller. I suppose that my major conclusion is that the report does not lend itself to conclusions, at least without a microscopic analysis. However, there are a number of observations we might make.

2. The DD/P compares favorably with other components in the use of less than first class air transportation. The summaries compiled by the Comptroller do not distinguish between foreign and domestic travel, which means that the comparisons between DD/P and the other components would have to be qualified. In general, however, the DD/P seems to use a little more first class transportation than the DD/I and the DD/R, but less than the DD/S. However, I noted that the listing of names, which purports to be DD/P, includes a lot of DD/S people traveling overseas.

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3. Another comment, I might make, is that names like Helms, Tom [redacted] etc., appear in the "less than first class" category, while 95% of those traveling first class were names I had never heard before. I'll explore this to see whether they establish any particular pattern by component, but the listing by name does not identify the unit for which the employee works. There are, of course, the usual names than one would expect to see in the first class listings, but I suppose nothing could be done about these.

4. I think it would be dangerous to try to draw conclusions about the policies of the various DD/P components on the basis of this report, since the statistics do not distinguish between a trip around the world and a one day hop to New York. At the risk of being caught off-base, though, it is possible to generalize a little.

a. Central Cover seems to be a little on the high side of first class travel, if one assumes that most CCS travel is domestic. Out of 56 trips during the first quarter, 11 were first class and 16 were mixed. Some of the first class trips were short hops which could have been by shuttle without too much misery on the part of the traveler. However, CCS was about at the DD/P average, with about one-half of its travel [redacted] being less than first class.

b/ TSD also seems to be on the high side. Out of 242 trips, 67 were first class and 69 others were partially first class. I realize that they frequently have to carry operational equipment, and this may account for part of it. However, they had over twice as many first-class trips as the nearest competitor [redacted] and should be able to cut it down a bit.

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25X1A8B c. Others who appeared to be on the high side are [redacted] [redacted] not only in terms of percentages, but also on the assumption that most of the travel is domestic and of short duration. All three were well above the general DD/P ratio of first class to total trips.

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d. The Area Divisions appear to be doing a good job of holding first class travel to a reasonable minimum, probably better than the purely domestic components. NE and AF have the smallest ratio of first class travel, although both naturally have a number of mixed trips because travel to their areas would be long and tiring, and there is frequently only one class of travel. However, I noted in the individual listings that both [redacted] were listed as traveling less than first class. WH probably has the most room for improvement; a number of TDY trips (including [redacted]) were all first class. The other Area Divisions are about average.

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5. I don't think that a detailed analysis of this report would serve a useful purpose at this point. For one thing, another report will be out before we could finish the analysis of this one. Also, an analysis would require that we either go back for additional information or make a number of assumptions which may or may not be accurate. For that reason, my recommendations would be that we undertake the following.

a. Announce at the next Support Chiefs meeting that the report has been received and that it will be submitted in the future on a continuing basis. It not only identifies the general performance of the components, but lists by name each traveler and the mode of travel. It is essential that components give more attention to Agency policy in this respect, particularly since the DD/P, ADD/P, and others have set the tone. This emphasis will undoubtedly increase in the future because first class travel is considerably more expensive than second class.

b. Impress on the components that it is their responsibility to assure adherence to the policy. In a number of recent instances (including my own) Central Processing has gone out of its way to point out that adherence to the policy is not mandatory and suggested that the traveler book first class accommodations. (DIA booked first class passage for one TDY to South America, although the employee specifically requested economy class.) The travelers and the divisions should understand that, while first class travel is possible, they are not doing themselves any favors if the Comptroller is going to send the DD/P machine runs of the names of those who travel first class.

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c. One point which might be made is that the [redacted] regulations are now much stronger about first class travel, but other benefits have been substituted. On a long trip, it is necessary to go economy jet rather than first class, but a delay en route can be authorized as a rest stop with per diem for dependents. The government feels that it can afford to pay a traveler \$30 in per diem if there will be a savings of \$500 in the cost of his ticket. Our regs will probably carry this same provision in the next 60 days or so.

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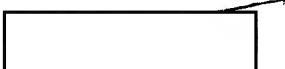
d. You might want to brief [redacted] and suggest that he mention it at a DD/P staff meeting. If this policy is going to be pushed it should be from the top down. However, the briefing should point out that the DD/P compares favorably to other components, and that the matter is one of a continual tightening rather than an abuse of the travel entitlements.

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Peggy - file -
Let's set up a system
of keeping these only
until the next one
arrives; then destroy the
old one. Otherwise we
would soon have to
move out in the
hall -

SMA
we might keep the typed
summarily

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